



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

***LIST OF  
ENVIRONMENTAL AIR  
COMPLIANCE AUDITORS  
FOR SMALL BUSINESSES***

Developed to meet the requirements of the  
Clean Air Act Amendments of 1990,  
Section 507 for a list of auditors.

New Jersey Department of Environmental Protection  
Environmental Regulation  
Division of Pollution Prevention and Release Prevention  
Small Business Assistance Program  
401 East State Street, 3rd Floor  
P.O. Box 423  
Trenton, NJ 08625-0423  
(877) 753-1151  
(609) 292-3600

The Clean Air Act Amendments (CAAA) of 1990 require that each state establish a procedure to refer

small businesses to qualified auditors or provide such audits itself. A section of the New Jersey State Implementation Plan for the Small Business Stationary Source Technical and Environmental Assistance Program states that the NJDEP will establish a procedure to generate a list of auditors or, at NJDEP's option, NJDEP will provide auditors.

To establish a list of auditors, the NJDEP developed the Environmental Air Compliance Audit Series program that sets requirements for qualified air auditors and has been approved by the USEPA Region II. The Environmental Air Compliance Audit Series program is a cooperative project between the NJDEP's Small Business Assistance Program, New Jersey Commerce and Economic Growth Commission's CAAA Small Business Ombudsman Office and Cook College's Office of Continuing Professional Education.

The program requirements are:

1. Four-year degree in engineering, environmental science, environmental planning or similar field and relevant experience/training.
2. Completion of the following seminars:
  - a. NJDEP Air Permits Seminar
  - b. NJDEP Advanced Air Permits Seminar
  - c. NJDEP Operating Permits Seminar
  - d. Pollution Prevention Seminar
  - e. NJDEP Emission Statements Workshop (Optional)

#### Substitution of Courses:

If individuals have attended educational or training programs comparable to the required courses, they may request an exemption in writing from the Cook College of Continuing Professional Education by providing proof of attendance and a description of the program(s) attended.

1. Participation in the Environmental Air Compliance Audit Seminar.
2. Attend an Environmental Air Compliance Audit Seminar refresher course offered by Cook College every two years on the latest regulatory changes.

The following individuals have met the requirements established to become a qualified environmental air auditor to provide assistance to small businesses in New Jersey. Auditors should provide assistance in evaluating how effective a company's work practices, monitoring procedures, and record keeping, are to ensure compliance with applicable Clean Air requirements.

The NJDEP, the Commerce and Economic Growth Commission and the USEPA assume no responsibility for the services performed by the listed auditors. Firms and individuals other than those listed may also perform audits for small businesses.

# ***SELECTING A CONSULTANT for Small Businesses***

## ***Finding Consultants:***

- Check the telephone yellow pages under:  
Air Pollution Control  
Environmental or Ecological Services  
Engineers - Civil, Consulting, Professional
- Check publications from Trade and Industry Associations
- Talk with other business owners in your area
- Call the Small Business Ombudsman Office at (800) 643-6090 or (609) 984-6922 or the Small Business Assistance Program at (609) 292-3600 for a copy of the individuals that have completed the Environmental Air Compliance Audit Series program.

## ***Choosing a Consultant:***

The selection of a consultant can be a concern for a small business.

- Will the consultant complete the project on time and within the agreed upon budget?
- How will the project impact the daily operations of my facility?
- Will the completed project enable my facility to be in compliance with the appropriate environmental regulations (i.e. air, water, and/or waste, etc.)?

In order to evaluate perspective consultants, you might consider the following criteria:

### ***Work Experience***

Ask for descriptions of previous projects. Were these projects similar to the work that you will require?

What are the consultant's specialties? How do they compare with your needs?

Ask for descriptions of the technical training and experience of the staff, especially those that will be involved with your project. Is it related to the type of work to be performed under your contract?

### ***Client References***

- Verify that Workers Compensation Insurance is

Ask potential consultants for a list of three or four former clients. Make sure that these clients had similar projects to yours. Contact the references and ask them about the consultant's performance.

Possible questions to ask the references-

- What was the work that the consultant performed at your facility?
- Was the work completed on time and at the contracted price?
- How was the work performed? Satisfactorily? Why? Why not?
- Were there any problems that developed during the fulfillment of the contract? If so, what were they? How did they occur and how were they resolved?
- Were subcontractors used for any part of the project? Who were they? What was their performance?

Check with the local Better Business Bureau. Ask if they have any information on the consultant-positive or negative.

Ask the potential consultant for the names of industrial or professional associations of which they are a member. Contact these organizations to see if the consultant is a member in good standing.

### ***Credit References***

To assure the completion of the contract, the consultant must have the financial resources to fulfill the contract. Some suggestions for ensuring that the consultant is financially sound:

- Ask to see a copy of the consultant's liability insurance policy. Contact the insurer to verify that the policy is in force, the premiums are paid to date and that the insurance covers the work that will be contracted. Request a copy of the insurance statement and ask for updates.

valid for the consultant's employees working

at your facility.

- Check the consultant's credit with their bank or a credit service.
- Check if there are any outstanding claims against the consultant.

### *Working Relationship*

Evaluate how you and the consultant will be able to work together.

- Who will be the consultant's main contact and will be performing the work under the contract? Are you comfortable with the choice(s)?
- How available will the consultant be both during and after the contract to answer questions or handle problems?
- How close is the consultant's office to your facility? If from another city, will this slow the work, reduce their availability or increase the cost of the contract?
- Will the consultant be available to fulfill the contract when you need the work performed? Will it be convenient to your schedule and on time?

### *Seeking and Reviewing Submittals*

Choose several qualified consultants. Contact each and request a proposal to perform the project that you require. (Three proposals are a good baseline.) Provide as much information as possible to define the project. The more information that you can provide the more accurately the consultants can provide a good proposal. You might consider providing the information in writing, as bid specifications, to assure that each proposal is based upon the same project.

Review each proposal for cost, completeness and what has been previously discussed. Compare all items that your project requires are included in each proposal. Look to see what the payment terms are and at what point payments are required.

### *Contract Negotiations*

After selecting a consultant for your project, negotiate the specifics of the work to be performed and terms of the contract. A successful contract will have two key factors:

- Understanding the requirements of the contract.
- Anticipating and resolving problems before they occur.

There are usually two basic types of contracts. A

standard contract that the consultant uses. This will have basic boiler-type language that meets the standard project requirements with blanks to provide information specific to your project. The other is a contract developed specifically for your project by one or both parties. The language in this type of contract must be agreeable to all parties before either party affixes a signature.

The following is a partial list of topics that may be contained in a contract:

- descriptions of duties and responsibilities of each party
- warranties or performance guarantees
- starting date and time period for completion with a penalty clause for late completion
- price and terms of payment, a fixed bid, time and materials, or other terms
- itemized list of services, materials, expenses, etc. with associated costs
- payment should be made upon completion of x % and always hold back 10% until you accept the project as complete
- liabilities and indemnity
- conditions for modification
- hold harmless clause
- governing law

Be sure that you understand what each provision of the contract means. Seek legal advice if you are unsure or uncomfortable with or do not understand any provision or language in the contract. Legal advice can be helpful in developing and reviewing a contract or negotiating specific language in a contract. Only a licensed attorney is qualified to give legal advice.

You should try identifying potential problems and addressing them in the contract. Examples might be:

- Permits - If a permit is required, will the consultant complete your application for submittal to the NJDEP.
- Inaccurate recommendations - The contract should address the possibility that the consultant's recommendations are not appropriate. The contract should specify what actions the consultant must undertake to correct the effect of false or inaccurate information without additional charges. Consultants should have "Errors and

Omissions” liability coverage.

- Maintenance and repairs - If the contract is for the installation of equipment, it should state who is responsible for the maintenance and repair after the installation. It should define the activities and specify who is responsible for each. The contract could also set a rate that such repairs may cost if performed by the consultant after any warranty expires.
- Testing of equipment - If the contract requires construction and/or the installation of equipment, then the consultant should be required to test the equipment after it is installed. The contract should not be considered complete until such a successful testing is completed. Testing might be done or monitored by a neutral third party.

You need to carefully plan for contingencies by including in the contract provisions that will address and explain how they will be handled if they arise.

### *Signing the Contract*

- Read every word of the contract and make sure you thoroughly understand each and every provision in it. In a contract every word is there for a reason so make sure that you agree with every word. Consult your attorney. If you have a partner and/or an accountant, let them read it also. Be sure that every item you want and expect is written into the contract. The written contract is what the consultant is required to do, not any verbal discussions or agreements.
- You should be aware that if the consultant does not pay their suppliers/subcontractors, then they could sue you even if you have already paid the consultant. You should consult your attorney on how to best protect yourself from this situation. One option might be to obtain signed waivers from your consultant and/or suppliers (subcontractors). These waivers may protect you from such liens and suits. Again, you should consult your attorney in the preparation of such waivers. Note - The suppliers and subcontractors may not sign such waivers, giving up their legal rights.
- Do not be pressured into signing any contract. Make sure you understand it completely and have had everyone you consider necessary review it. If the consultant wants your business, they will wait a few days.
- Do not pay in full for the project upon signing the

contract or before the contract is complete.

As mentioned previously, the contract should state the terms and payment schedule.

### *During the Contract*

Have a clear understanding of what you expect to achieve from the project.

Keep communication lines open between you and the consultant.

Know who is responsible for what task. Keep up with the progress of the project and make sure both you and the consultant meet the contractual obligations. If the consultant fills out your permit application to the NJDEP, make sure you read and understand it. Have the consultant explain the documents if you have any questions.

**Note** - When you receive your permit from the NJDEP, make sure that you read it and follow its requirements. If you have questions, either ask your consultant or contact the NJDEP.

### *Contract Completion*

Review the contract. Have you completed all your tasks? Has the consultant? Has the contract been fully satisfied by all parties? If yes, then you should release the remainder (i.e. remaining 10%) of the payment due to the consultant. Be sure that if any liens were filed by the consultant and/or the subcontractors, that they have been removed before paying the last payment.

Sources-

*“Consultant Checklist for Small Businesses”*, Texas Small Business Advocate, 11/93.

*“Selecting an Engineer or Consulting Firm”*, Florida Ombudsman Office, 4/93.

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*Assistance and Information in Complying  
with Federal and State Air Regulations  
for Small Businesses*

New Jersey Small Business Ombudsman Office  
NJ Commerce & Economic Growth Commission  
(800) 643-6090

New Jersey Small Business Assistance Program  
NJ Department of Environmental Protection  
(877) 753-1151  
(609) 292-3600

USEPA Small Business Ombudsman Office  
(800) 368-5888

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New Jersey Department of Environmental Protection  
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401 East State Street, 3rd Floor  
P.O. Box 423  
Trenton, NJ 08625-0423

# LIST OF ENVIRONMENTAL AIR COMPLIANCE AUDITORS FOR SMALL BUSINESSES

REVISED JUNE 2007

## **Jyoti Agarwal**

*Bureau Veritas*

160 Fieldcrest Avenue, Edison, NJ 08837

Phone: 732-225-6040

Air Quality Permitting Seminar: 05/22/07

Auditor's Workshop: 06/12/07

Pollution Prevention: 05/09/07

## **Christine M. Andreas**

14 Bradway Avenue, Trenton, NJ 08618

Phone: 609-406-1357

Air Permits: 10/01/96

Advanced Air Permits: 10/02/96

Title V - Operating Permits: 10/03/96

Air Compliance Audit: 11/14/96

Pollution Prevention: 12/03/96

Most Recent Refresher: In-house Training

## **Albert Arnofsky**

*Pleasant Hill Consultants, Inc.*

34 Pleasant Hill Road, Succasunna, NJ 07876

Phone: 201-927-0346

Air Permits: 03/05/96

Advanced Air Permits: 03/06/96

Title V - Operating Permits: 03/07/96

Air Compliance Audit: 11/09/95

Pollution Prevention: 11/13/95

Most Recent Refresher: 6/12/07

## **Steven Baldisserotto**

12 Lakeside Trail, Kinnelon, NJ 07405

Phone: 973-266-9311

Air Quality Permitting: 06/25/02

Air Compliance Audit: 03/23/00

Pollution Prevention: 04/10/01

Most Recent Refresher: 04/25/06

## **Benjamin Bowen**

*Birdsall Engineering, Inc.*

611 Industrial Way West, Eatontown, NJ 07724

Phone: 732-380-1700 x1605

Air Quality Permitting: 04/26/05

Air Compliance Audit: 05/31/06

Pollution Prevention: 05/09/07

## **Carol Broccoli**

54 Hidden Lake Drive

North Brunswick, NJ 08902-1217

Phone: 732-932-9271

Air Permits: 09/06/95

Advanced Air Permits: 09/07/95

Title V - Operating Permits: 03/07/96

Air Compliance Audit: 10/27/95

Pollution Prevention: 11/13/95

Most Recent Refresher: 04/25/06

## **Richard M. Cestone**

13 Sea Breeze Drive, Little Egg Harbor, NJ 08087

Phone: 732-751-0799 / Cell: 201-247-3354

Air Quality Permitting: 04/29/03

Auditor's Workshop: 06/09/04

Pollution Prevention: 09/09/03

Most Recent Refresher: 05/31/06

## **Sunita M. Dhar**

*PMK Group, Inc.*

65 Jackson Drive, P.O. Box 5000, Cranford, NJ 07016

Phone: 908-497-8900

Air Quality Permitting: 03/27/00

Air Compliance Audit: 03/22/01

Pollution Prevention: 04/10/01

Most Recent Refresher: 06/12/07

## **Virginia L. Finley**

*Princeton Plasma Physics Laboratory*

P.O. Box 451, Princeton, NJ 08543

Phone: 609-243-2746

Air Quality Permitting: 04/21/99

Air Compliance Audit: 03/23/00

Pollution Prevention: 05/01/00

Most Recent Refresher: 05/22/07

**Ruth W. Foster**

*NJDEP – Office of Permit Coordination*

P.O. Box 423, Trenton, NJ 08625-0423

Phone: 609-984-7478

Air Quality Permitting: 04/21/99

Air Compliance Audit: 04/30/97

Pollution Prevention: 05/14/97

Most Recent Refresher: In-house Training

**Toni Gossett**

*Pro-Comp LLC*

7140 Colony Club Drive, #203

Lake Worth, FL 33463

Phone: 561-967-1008 / Cell: 215-356-3934

Air Quality Permitting: 03/10/98

Air Compliance Audit: 03/26/98

Pollution Prevention: 06/04/98

Most Recent Refresher: In-house Training

**James Gotay**

*Skyline Environmental, Inc.*

254 Highway 34, Suite 4, Matawan, NJ 07747

Phone: 732-583-2500

Air Permits: Waived

Advanced Air Permits: 12/07/94

CAA Operating Permits: Seminar at CSU

Air Compliance Audit: 03/07/96

Pollution Prevention: 04/02/96

Most Recent Refresher: 05/31/06

**Eileen Hetrick**

*PMK Group*

1415 Wyckoff Road, Suite 206

Farmingdale, NJ 07727

Phone: 732-751-0799

Air Quality Permitting: 04/27/00

Air Compliance Audit: 03/21/01

Pollution Prevention: 04/10/01

Most Recent Refresher: 06/12/07

**Tiffany L. Johnson**

*Birdsall Engineering, Inc.*

611 Industrial Way West, Eatontown, NJ 07724

Phone: 732-380-1700

Air Quality Permitting: 06/25/02

Air Compliance Audit: 05/08/02

Pollution Prevention: 06/06/02

Most Recent Refresher: 05/31/06

**Michael Khalamayzer**

*TECOM – Vinnell Services*

P.O. Box 489, River Side Avenue

Fort Monmouth, NJ 07703

Phone: 732-532-5113

Fax: 732-542-1107

Air Quality Permitting: 04/29/03

Auditor's Workshop: 06/09/04

Pollution Prevention: 04/08/04

Most Recent Refresher: 05/31/06

**Cliff Landrigan**

9 Metedeconk Road, Howell, NJ 07731

Phone: 732-274-6589

Air Quality Permitting Seminar: 05/22/07

Auditor's Workshop: 06/12/07

Pollution Prevention: 05/09/07

**Edward Londres**

8 Moorfield Lane, Moorestown, NJ 08057

Phone: 609-222-0155

Air Permits: 09/06/95

Advanced Air Permits: 09/07/95

Title V - Operating Permits: 09/22/95

Air Compliance Audit: 10/27/95

Pollution Prevention: 11/13/95

Most Recent Refresher: In-house Training

**Christopher Martell**

7 Sue Court

Flanders, NJ 07836

Phone: 973-560-1400 x157

Fax: 973-560-0400

Re-engineering Air Quality Permitting: 04/27/00

Air Compliance Audit: 03/23/00

Pollution Prevention: 05/01/00

Most Recent Refresher: 06/12/07

**Heath Meyers**

*T & M Associates*

1256 N. Church Street, Suite 3, Moorestown, NJ 08057

Phone: 856-722-6700

Air Quality Permitting: 04/29/03

Air Compliance Audit: 03/25/03

Pollution Prevention: 09/09/03

Most Recent Refresher: 06/12/07



**Lauren Moore**

NJ Commerce & Economic Growth Commission  
Phone: 609-298-3402  
Air Quality Permitting: 12/09/98  
Air Compliance Audit: 03/23/00  
Pollution Prevention: 05/01/00  
Most Recent Refresher: In-house Training

**Kelly Moretta**

2000 Galloping Hill Road, Kenilworth, NJ 07033  
Phone: 908-298-7162  
Air Quality Permitting: 04/25/01  
Air Compliance Audit: 03/22/01  
Pollution Prevention: 04/10/01  
Most Recent Refresher: 06/12/07

**Shawkat Quazi**

1400 5<sup>th</sup> Street, Unit #5, North Bergen, NJ 07047  
Phone: 201-866-7933  
Air Quality Permitting: 04/25/06  
Air Compliance Audit: 05/31/06  
Pollution Prevention: 04/05/06

**Mary Rooney**

P.O. Box 693, Valley Forge, PA 19482  
Phone: 610-783-0177  
Air Quality Permitting: 04/27/00  
Air Compliance Audit: 03/23/00  
Pollution Prevention: 05/01/00  
Most Recent Refresher: 05/31/06

**Michael P. Sabol**

*NJDEP – Bureau of New Source Review*  
P.O. Box 027, Trenton, NJ 08625  
Phone: 609-633-8231  
Air Permits: 09/06/95  
Advanced Air Permits: 09/07/95  
Title V - Operating Permits: 10/03/96  
Air Compliance Audit: 03/28/96  
Pollution Prevention: 12/03/96  
Most-Recent Refresher: In-house training

**Gregory Kenneth Scott**

58 Burton Avenue, Plainview, NY 11803  
Phone: 516-931-4101  
Air Quality Permitting: 04/29/03  
Air Compliance Audit: 03/25/03  
Pollution Prevention: 09/09/03  
Most Recent Refresher: 05/31/06

**Peter Sorge**

*JM Sorge Inc.*  
50 County Line Road, Branchburg, NJ 08876  
Phone: 908-218-0066  
Air Quality Permitting: 04/25/06  
Air Compliance Audit: 05/31/06  
Pollution Prevention: 05/09/07

**Francis C. Steitz**

*NJDEP – Division of Air Quality*  
P.O. Box 027, Trenton, NJ 08625-0027  
Phone: 609-633-8220  
Air Quality Permitting: 04/27/00  
Air Compliance Audit: 03/23/00  
Pollution Prevention: 05/01/00  
Most Recent Refresher: In-house Training

**Andrew Tynan**

*DSM Nutritional Products*  
205 Macks Island Drive, Belvidere, NJ 07823  
Phone: 908-475-7486  
Air Permits: 10/01/96  
Advanced Air Permits: 09/08/94  
Title V - Operating Permits: 09/22/95  
Air Compliance Audit: 11/13/96  
Pollution Prevention: 09/25/96 (NJDEP Seminar)  
Most Recent Refresher: 05/31/06

**Sharon L. Wallace**

*NJDEP – Bureau of New Source Review*  
P.O. Box 027, Trenton, NJ 08625-0027  
Phone: 609-633-8239  
Air Quality Permitting: 04/27/00  
Air Compliance Audit: 03/23/00  
Pollution Prevention: 05/01/00  
Most Recent Refresher: In-house Training

**Kenneth L. Woodruff**

P.O. Box 42, Morrisville, PA 19067  
Phone: 215-736-2194  
Fax: 215-736-2225  
Air Quality Permitting: 02/18/98  
Air Compliance Audit: 04/30/97  
Pollution Prevention: 05/14/97  
Most Recent Refresher: 05/31/06